

Tri-County Technical College
Office Systems Technology Program
Technical Advanced Placement (TAP)

Competency Verification & Teacher Recommendation Form

TCTC Course: AOT 265 (Office Desktop Publishing)

SECTION I (To be completed by the student)

Please complete this section of the form and give it to your Business Education teacher.

(Please Print)

Your Name: _____
Address: _____ SSN: _____
City: _____ State: _____ Zip: _____
High School: _____ Grade: _____

SECTION II (To be completed by the teacher)

I verify that this student has mastered the major course competencies listed below (signifying mastery of all sub competencies shown on the course syllabus dated June 2008 and provided/reviewed during the annual Business Education Articulation Committee meeting), and therefore, I recommend this student to take the TAP examination.

Major Course Competencies

1. Perform advanced information processing procedures to create documents with typeset-quality text and graphics.
2. Prepare documents for publication using a personal computer and Publisher 2007, specifically: internal documents; letterhead, envelopes, and business cards; promotional documents; brochures; web pages; presentations; newsletters; reports; and manuals.

Teacher Name (PLEASE PRINT): _____
Signature: _____
Date: _____

Name of high school course(s) in which this student gained the required competencies for possible TAP credit: _____

Date of course completion, or expected completion: _____

Comments (if applicable): _____

Please make a copy of this form for your records and mail the original to: Ms. Melinda Zeigler, Business and Public Services Division Secretary, Tri-County Technical College, P.O. Box 587, Pendleton, SC 29670.